

Step 1 - Login to Glow and open up the Teams tile on your launchpad



**Step 2 –** If this page appears, select to 'use the web app instead'. *If you would like to have Teams on your desktop, you would select to download the app.* 

<section-header><section-header><text><text><text></text></text></text></section-header></section-header>	If you would prefer to have Teams on your Desktop, therefore you wouldn't have to log in through the Internet and Glow each time you required access, then you should choose to download the App and log in with your Glow details.



**Step 3 –** If you have been asked by a teacher to join a new Team and have been given a code then you should click on the 'Join Team' button.

	Microsoft Teams	Q Search		
L. Activity	Teams			⊽ థు ిరి Join or create team
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Teams		· · · · · ·		
Assignments	kat fi	BUSINESS		Bizineza
E Calendar	S5-S6 H Business Management 2020-21	S4 National 5 Business (Miss Anderson)	NPA Business and Marketing	S3 Business 2020-21
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	Bus Ed	Admin	Bus Ed	Bus Ed
Apps	1-01 Bus Ed 2020-21	1-02 Admin & IT 2020-21	1-04 Bus Ed 2020-21	1-08 Bus Ed 2021-21
? Help				

**Step 4 –** Enter the code that has been given to you by your Teacher in the box.

	Microsoft Teams	Q, Search		<b>(</b>
L. Activity	< Back			
<b>E</b> Chat	Join or create a team		Search teams	Q
Teams				
assignments	Create a team	Join a team with a code		
E Calendar		Enter code		
<b>C</b> alls	ະố⁺ Create team	Got a code to join a team? Enter it above.		
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Apps				
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**Step 5 –** All of your classes will then appear on your Teams 'homepage'. To get back to this page at any point use the options down the left hand side of the screen and select 'Teams'. Alternatively, you can view all of your class assignments in the one place by clicking on the 'Assignments' option.

	Microsoft Teams	Q Search		÷
Activity	Teams			√ 🛞 ເຮັ⁺ Join or create team
E Chat	Your teams			
Teams				Business
Assignments Calendar	S5-S6 H Business Management	S4 National 5 Business (Miss	NPA Business and Marketing	S3 Business 2020-21
<b>C</b> alls	2020-21	Anderson)		
		Admin		
Apps	1-01 Bus Ed 2020-21	1-02 Admin & IT 2020-21	1-04 Bus Ed 2020-21	1-08 Bus Ed 2021-21

**Step 6** – Once clicked in to one of your class Teams you will be taken to the 'General Channel'. Here your teacher will post messages and your assignments. Most teachers have created a second channel solely for pupil questions.

	Microsoft Teams	Q Search	<b>(</b>
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Assignmy s	General	← Reply	
Calent Calent Calis	Pupil Questions	Assignments 08/10 11:28 HBM Work Due 9 Oct View assignment e* Reply	, .
Apps O Help		New conversation	



**Step 7 –** If you are looking for any class materials, for example PowerPoints, worksheets, notes etc. you will find all of these in the Files section of the Team.

	Microsoft Teams	Q Search
L Activity	< All teams	<b>General</b> Posts Files Class ptebook Assignments Grades 1 more $\sim$ $+$
<b>C</b> hat	-411	Cash Busy coestions
iii Teams	S5-S6 H Business Managem	View assignment
Assignments	General	← Reply
÷	Pupil Questions	8 October 2020

**Step 8 –** To view your assignments for that class, select Assignments.

	Microsoft Teams	Q. Search
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E Chat	<b>64</b> (1)	Cash Budget Questions Due Oct 5
Teams	S5-S6 H Business Managem ···	View assignment
Assignments	General	✓ Reply
	Pupil Questions	8 October 2020

**Step 8** – Once clicked on your Assignments, you will see all of the work your teacher has posted that is due for you to complete.

	Microsoft Teams	Q Search	*
L. Activity	< All teams	General Posts Files Class Notebook Assignments Grades	v <sup>⊼</sup> D
Teams	52 Science 2020/2021	✓ Assigned Load previous	
Assignments	S2 Science (2.7-2.13) 2020	Physics TASK 2 - Optical Illusions Due 2 July 2020 15:30	2 points Past due
Calendar	General		
<b>files</b>	Asking for help	Literacy Homework Ex 1 Due 25 October 2020 00:59	20 points Past due
		Literacy Homework Ex 2 Due 25 October 2020 23:59	20 points Past due
		> Completed	
Apps			
? Help			



**Step 9** – Once clicked within an Assignment, you will the work and any instructions that your teacher has left for you, along with any resources to help you complete the work.

	Microsoft Teams	Q Search			*
Activity	K Back			Γ <del>ζ</del> β	Hand in
Assignments	Test Revision Due 8 November 2020 23:59		Points No points		
Calendar Files	Instructions I am putting this up early but please remembe Some of the topics will be covered after the hi started. Please start with the PINK revision. Th for 3rd week back. Reference materials	er you will not be able to do all of it at this point. Jlidays. However, some of you are keen to get e yellow is extra if you require it. Test schedules			
•••	Pink Revision 1.pdf				
	Revision for term 1 test - Pink 1.pdf	•••			
Apps Help	Yellow Revision.pdf My work Add work				

**Step 10 –** Once you have completed the task, remember to submit the work back to your teacher for marking. You do this by attaching work by clicking on 'Add Work' and selecting a file either from your computer or your OneDrive. Once your document has uploaded remember to click on the purple 'Hand In' button so that your teacher can view and mark your work before returning it to you with comments.

	Microsoft Teams	Q Search		
L Activity	K Back			R Hand in
Teams	Test Revision Due 8 November 2020 23:59 Instructions I am putting this up early but please rememb Some of the topics will be covered after the F started. Please start with the PINK revision. Th for 3rd week back.	ver you will not be able to do all of it at this point. Iolidays. However, some of you are keen to get he yellow is extra if you require it. Test schedules	Points No points	
••• Apps	Reference materials           Pink Revision 1.pdf           Revision for term 1 test - Pink 1.pdf           Yellow Revision.pdf	••• •••		<u>Step 2</u> – You must click this button to hand your work in to your teacher otherwise your teacher will see that you have
	Ny work Ĝ Add work	St cli w or	<b>ep 1</b> – Attach your work by cking here and uploading ork from either your Device your OneDrive	viewed the assignment but won't be able to see your work.